



Office of the City Clerk

Weekly Report – for Week Ending August 11, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Administrative Services

Staff continues to work with the Office of the City Administrative Officer and the Controller's Office to complete a transfer of funds to avoid a payroll shortage for Mayor's Office salaries funded with the Grant-Reimbursed account.

Elections

This year's Center for Asian Americans United for Self-Empowerment (CAUSE's) Leadership Summit was held in the Election Division's office at Piper Tech on Monday, August 7, 2017. Participants included youth from across the United States. Clerk staff provided a mock polling place, presented on Election related operations and participated on a civil rights/civic engagement panel. The LA County Clerk was among the guests in attendance.

Staff completed training on how to conduct Neighborhood Council (NC) elections and began the first steps in developing specific election procedures for each NC. Staff began preparing a report on the topic of online voting security for the Health, Education, and Neighborhood Councils Committee for its August 22, 2017 meeting.

Business Improvement Districts (BIDs)

Staff met with the Office of Finance to discuss an audit of the Transient Occupancy Tax for the Los Angeles Tourism Marketing District on August 9, 2017.

The LA BID Consortium meeting was held on August 10, 2017.

Council and Public Services

A working group comprised of internal and external staff began discussions regarding future upgrades to the Council File Management System. Focus groups will begin outreach to other City departments and NCs for input.

Neighborhood Council (NC) Funding Program

Since July 1, 2017 staff has processed 280 NC payment requests totaling over \$200K. In addition to saving time processing funding requests, the new online banking system has replaced the cumbersome, manual process to generate Monthly Expenditure Reports (MERs). The old process often resulted in late and inaccurate reports. To date, 43 NCs have accessed the self-generating MER feature for the month of July 2017. The system will now generate the monthly report using data that has been entered and uploaded. The NC merely needs to check for errors and submit.

Staff is working with the Department of Neighborhood Empowerment (DONE) to automate the NC Neighborhood Purpose Grant process.

Records Management

Pre-1980 ordinances are currently being loaded into City Clerk Connect.



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Systems

The Neighborhood Council Funding System, developed entirely by internal staff, has been selected as the winner of the 2017 L.A. Digital Government Summit Award. The award will be presented at the L.A. Digital Government Summit on August 29, 2017.

Elections

The Neighborhood Council Candidate Filing application has been updated and is ready for beta testing. The web portal will reside on a secure encrypted server to prevent automated filing submission. The updated features will be pushed to production once the testing phase is completed and approved.

Applications and Infrastructure

Staff has upgraded the fiber switch to new hardware with a redundant power supply to boost performance. The fiber switch is part of a core infrastructure component that hosts database servers supporting City Council, the Election Division, and the Records Management Center.

The social media HootSuite account, exclusively used for City Clerk for posting information to Facebook and Twitter, has been consolidated with the City-wide enterprise account.